Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Senior Country HR Generalist Officer

Contract type: Full-time.

Duty Station: Syria (Qamishli).

Number of Vacancies: 1.

Application Closing Date: November 30, 2026, 4:00PM.

JOB SUMMARY

The Senior Officer, Country HR provides generalist Human Resource support for the HR department. He/she will be responsible for HR operational management of key HR functions including Talent Acquisition, Staff Relations and Administration support, and Performance Management support etc.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

MAIN TASKS AND RESPONSIBILITIES

The applicability of each duty and responsibility may vary depending on (1) the country program projects implementation and (2) its staffing management.

The country program projects implementation could be for (1) an emergency response domestically or internationally or (2) existing development projects internationally.

The staffing management will be applicable according to International Medical Corps proposal activities and its current representation in country. The duties below are representative of the general scope for this job profile and will be applicable accordingly for staff management of (1) national staff only, or (2) international staff only, or (3) both national and international staff.

HR AND ADMINISTRATION MANAGEMENT

- Participate in reviewing national staff policies and recommend changes/additions/deletions to the HR & Administration Manager.
- Provide support to program and operations staff in interpretation of HR policies and procedures and provide technical support on HR issues, as directed by supervisor.
- Work with HR & Administration Management on implementation of strategic planning of the department.
- Conduct regular field travel to project offices ensure proper implementation of human resources procedures and assist/ support managers in their needs.
- Maintains compensation databases and ensures employment records are properly maintained in the HR systems (CostPoint, Local HR system)

- Facilitate the recruitment process and advise the hiring manager on each recruitment stage and prepare regular recruitment tracking reports.
- Ensure that the recruitment process is fair and transparent and in line with IMC HR policies and procedures.
- Ensure proper orientation for all new staff; collaborate and coordinate with other departments to provide an engaging and welcoming orientation.
- Advise and facilitate employee separation process and maintain separation documents in employee file.
- Assist in updating organograms, maintaining contact lists, and information flow lines regularly.
- Assist in preparation of employee contracts, and other mandatory documents are signed and filed.
- Assist in writing personnel letters as required (transfer, Promotion, increment, acceptance of resignation and others).
- Assist in preparation of separation / terminal benefits.
- Assist HR Management to do periodic turnover analysis.
- Coordinate travel of international staff (itinerary, ticketing)
- Ensure that all the personnel files are kept in safe custody and are updated on a regular basis. Also, ensure that the required documents are uploaded on shared cloud system (Office 365).
- Support HR Management to ensure that performance reviews are processed timely and filed.
- Supports country program supervisors and staff in the goal setting, end of probation or annual performance reviews ensuring proper documentation of performance appraisals.
- Supports country program supervisors to identify training needs or performance gaps of staff.
- Support the audit and compliance process and provide the documentation after reviewed by HR Management.
- In collaboration with supervisor, liaise with the Certified Public Accountant for the NSSF and Income tax payment schedules

Admin support:

- Organize visa applications/ immigration clearance procedures for international staff as necessary.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily comprehensive.

MINIMUM QUALIFICATIONS

- Typically, a bachelor's degree in related area. A degree in HR management is preferable. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 5+ years' experience as a HR generalist
- Previous experience with International Medical Corps is a plus
- Knowledge of local labor laws
- Experience with human resource information system would be an added advantage
- Knowledge of principles and procedures for staff recruitment, selection, training, compensation and benefits, job design, labor relations and negotiation, and Human Resources Information Systems.
- Knowledge and understanding of local employment standards
- Strong MS office and the ability to use technology to collaborate
- Good conflict management skills
- Excellent communication and interpersonal skills.
- Excellent planning and organizing skills.
- Ability to work effectively and collaborate with others
- Ability to maintain confidentiality and foster trust and respect.
- Self-motivated, highly organized and detail oriented.
- Flexible, comfortable with deadlines and able to work well under pressure.
- Ability to perform multi-tasking.

❖ **Salary and Benefits:**
  - As Per IMC Salary Scale.
  - Social Security.

- Medical Insurance.
- Life Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.
International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.
If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com
Please do not submit your CV or application to this website; it will not be considered for review.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY.
This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

➢ **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

Senior Country HR Generalist Officer-Qamishli -SHRO30112026